

REQUESTING COMMAND'S LETTERHEAD

SSIC
Code / Serial
Date

From: Title of Activity Head, Name of Activity, Location of Activity
To: Commanding Officer, Navy Drug Screening Laboratory, Great Lakes, IL 60088-6819
Subj: DRUG TESTING RESULTS-RELATED REQUEST

Ref: (a) OPNAVINST 5350.4C, Drug and Alcohol Abuse Prevention and Control

1. IAW reference (a), we request that Navy Drug Screening Laboratory – Great Lakes provide:

_____ A summary Documentation Package (summary of testing results as well as results certification – typically sufficient for Administrative Boards)

_____ A full Documentation Package (results documentation for Courts-Martial)

_____ A Laboratory Expert Witness

_____ The original specimen bottle

_____ An affidavit or technical consultation regarding specific questions about the positive drug result (please detail the question as an enclosure and provide all relevant medical and prescription records as additional enclosures)

to support a Court Martial / Administrative Board / Hearing (circle one) concerning:

Social Security Number: ###-##-####

Accessioning Number: G#####

Document Batch Number: ####

Specimen Number: ###

Drug Type: DRUG TYPE(S)

scheduled to occur on DD-MMM-YY.

2. If you have any questions or require additional information, please contact RANK Full Name of Responsible Individual, Name of Activity, City/State of Activity at COMM (###) ###-#### extension ### or DSN ###-#### extension ##.

NAME OF SIGNING OFFICIAL
Commanding Officer or By Direction

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